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23 July 1979

MEMORANDUM FOR: Deputy Director for Administration

VIA : Charles A. Bohrer, M.D.
Director of Medical Services

FROM : STA
Chief, Psychological Services Staff
Office of Medical Services

SUBJECT : Compliance with Educational Testing
Service Principles and Guidelines
Applicable to the Administration and
Use of Psychological Tests (AIUO)

REFERENCE : Educational Testing Service Principles,
Policies and Procedural Guidelines
Regarding ETS Products and Services
dated 1 February 1979 (Copy Attached)

1. In the summer of 1978, the Psychological Services Staff (PSS) was informed by representatives from Educational Testing Service (ETS) that our psychological testing program would have to be declared in full compliance with a comprehensive set of principles and guidelines published initially in August of 1977. The rationale for these guidelines is explained in detail in the preface of the attached document. Their basic purpose is to put ETS on solid footing with respect to Federal law pertaining to the use of psychological tests for personnel selection and placement purposes and hence enable ETS to meet successfully any legal challenge to the use of their products and services which might be made. As you know, PSS has a contract with ETS to administer Part I of our Professional Test Battery (PTB) in 91 field testing centers located throughout the United States, including one in Hawaii. In addition to the test administration, ETS supplies us with new items for the 50-item PTB Current Affairs Test, 20 of which are replaced with new items every three months, thus enabling this test to retain its validity as a truly current world events test. Because of our contractual use of their services, we are required by ETS to comply with their guidelines. If we fail to do this, they would in all likelihood terminate the contractual arrangement they have with us. (AIUO)

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2. Beginning in 1978, we initiated a series of discussions with ETS representatives for the purpose of informing them in detail how PTB results are used in CIA to help make personnel hiring and placement decisions. Prior to these meetings ETS had no information of any kind concerning the use of tests in CIA. As we began to describe to them how the tests are used, it was very gratifying to find ourselves already in full compliance with the vast majority of their principles and guidelines. This reaffirmed our perception of the fundamental correctness of the policies governing the use of the PTB which have been in effect since the introduction of the PTB in the mid-1950s. In order to be able to complete the briefings, and thus demonstrate full compliance with the few remaining guidelines, it was necessary to have the ETS representatives cleared at the secret level, which occurred this past spring, and on July 11 of this year we reviewed for them the test validation research carried out over the years in PSS, much of which is classified at the secret level. (AIUO)

3. Based on these briefings, ETS has given us strong positive assurance to the effect that they plan to formally declare us in full compliance with their principles and guidelines as spelled out in the attached document. They were tremendously impressed with the magnitude of the test validation research program carried out in PSS over the years. They were particularly gratified to see data which show clearly that PTB testing has no adverse impact on the hiring and placement of Blacks in CIA. Following receipt of a letter which we plan to write shortly, in which we must provide specific guidance concerning the content of the current affairs items they write for us every three months, the ETS officials who administer the contract with us will write a report for their senior corporate officers on our compliance with the principles and guidelines. We fully expect that report, a copy of which will be made available to us, to declare us in full compliance with every point in their published guidelines. Since these guidelines represent clearly the most stringent and comprehensive set of criteria available today concerning the use of psychological tests for personnel decision-making purposes, we feel that our ability to demonstrate compliance so readily fully justifies our long-held belief that our psychological testing program is one of the finest of its kind to be found in any contemporary organization, in either the public or private sector. (AIUO)

Attachment .



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